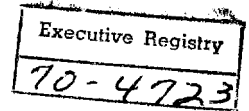


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11 September 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1-31 August 1970

1. The workload in August 1970 was 56,258 items, 11% less than August of last year. For the first two months of Fiscal Year 1971 we are running 14% less than the same period in Fiscal Year 1970.

2. As of 31 August 1970 our personnel strength equals our authorized strength for Fiscal Year 1971 [REDACTED]

25X1A

3. Our microfilming efforts for CIA cables as of 31 August is as follows:

- a. Of a total number of 902 boxes we have filmed 725.
- b. We have completed filming 453 reels of cables and have checked 106 of them.
- c. 121 reels of cables remain to be filmed.
- d. We estimate that by the end of September 1970 we will have microfilmed all of the cables through 1969. To check these 468 reels of film will take approximately a year and a half.

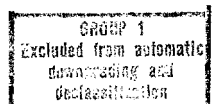
25X1A

4. With reference to microfilming we have received a memo from [REDACTED] Chief, Support Services Staff, that now authorizes the disposal of cables after they have been suitably microfilmed. We will proceed with the disposal of the original file after a review of the film

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finds it to be an accurate and a usable substitute for the hard copy. We have established a 60 year period for the retention of the micro-film and this period is reflected in the approved Records Control Schedule.

5. At the conclusion of my term with the Suggestion Awards Committee, I received a very nice thank you note from [REDACTED]. It was an honor and a pleasure to serve with the dedicated and capable members of that Board. I thank you for making this experience available to me.

25X1A

6. As reported last month, the Auerbach Corporation study showed the feasibility of automating the IW Staff function. One of the several approaches presented was that the IW become a part of the ACT II. The FI Staff has formally requested the Office of Communications to include the IW in the plans for the ACT II. The extra cost this will impose on the ACT II will be borne by the FI Staff.

7. Attached is a chart showing our estimate of our workload for the next five years. The present lull in the traffic makes long-term projections difficult; however, we believe that the down-swing will turn and based on past data, we have come up with what we believe to be a reasonable estimate. Our cost per items completed rose this past FY. Had our projection for FY 70 been correct, the cost per item completed would have been less than FY 69. As it is, 90% of the increase in the cost of operating the Cable Secretariat for FY 70 over FY 69 is due to salary increase - a difficult factor to control.

25X1A

[REDACTED]
y Cable Secretary

Attachment
a/s

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Cables
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